

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1807**

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**Field Office Distribution** All directives are sent to BBS for State Offices and KCAO to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

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**National Office Distribution** Notices are available on Internet. Handbooks are printed and distributed to the National Office.

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**Directives on Internet** Notices are available on Internet at [www.fsa.usda.gov/dam/forms/notices.asp](http://www.fsa.usda.gov/dam/forms/notices.asp).

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**Temporary Directives** Temporary directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
AO-1217 7-25-00	Assisting in the Pork Promotion, Research, and Consumer Information Referendum	State and County Offices, Except PR
AO-1218 7-28-00	EEO/CR On-Site State Management Reviews (OSMR) Common Findings for FY 2000	FSA Offices
AS-2012 7-27-00	Purchase Requests for End of FY 2000 and Renewals for FY 2001	FAS, FSA, and RMA Offices
AS-2013 7-31-00	Travel Information for Advanced Simplified Acquisition Training	State Offices
BU-578 7-28-00	FY 2000 Supplemental County Office Administrative Allotments and Revised Federal Employee Overtime Guidelines	State Offices
CM-412 7-31-00	Reconstitution Reports for Current FY and Previous FY's	State and County Offices
CMA-51 7-27-00	New Agricultural Program Specialist Responsible for CMA Process Automation	CMA's, LSA's, and State and County Offices, Except AK, HI, and PR
CN-914 8-2-00	Locking-In AWP on Upland Seed Cotton for LDP's	State and County Offices
CP-525 7-27-00	Automatic Farm Inspection Selection (AFIS) Random Selection Register	State and County Offices

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**National Procedure Checklist No. 1807 (Continued)**

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**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
CRP-370 7-27-00	Calculating CRP Practice Incentive Payment (PIP) and Clarifying CRP C/S	State Offices and Service Centers
FI-2444 7-31-00	Assignments and Joint Payments for 2000 Market Loss Assistance (MLA) Program Payments	State and County Offices
FI-2445 8-1-00	August 2000 CCC and Farm Storage Facility Loan (FSFL) Program Interest Rates	State and County Offices
FLP-142 7-19-00	Using Operation Loan (OL) Funds for Real Estate Repairs and Improvements	State and County Offices
FLP-143 7-19-00	Creditworthiness Determinations	State and County Offices
FLP-144 7-27-00	Guaranteed Farm Ownership Loan Funds	State and County Offices
FLP-145 7-31-00	Collecting FLP Debt by Administrative Offset for <i>Pigford v. Glickman</i> Claimants	State and County Offices
FSFL-9 8-1-00	Establishing Automated FSFL Files and Instructions for Processing FSFL Actions Made Before Software Was Available	State and County Offices
LP-1746 7-21-00	Beneficial Interest Provisions for Contract Commodities on Noncontract Farms	State and County Offices
LP-1747 7-25-00	Self-Certification Under the Debt Collection Improvement Act of 1996 (DCIA)	State and County Offices
LP-1748 7-26-00	2000 Crop Honey Recourse Loan Program	State and County Offices
LP-1749 7-27-00	No Authority to Issue LDP's on Contract Commodities From Noncontract Farms	State and County Offices
PF-143 7-27-00	Reminder for Issuing FY 2000 PFC Payments and Information on Adjusting FY 2000 MLA Payment Limitation Allocations	State and County Offices
PM-2191 7-21-00	FY 2001 Seminars of the Management Development Centers	FSA Permanent Federal Employees

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**National Procedure Checklist No. 1807 (Continued)**

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**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
PM-2192 7-21-00	Extending RMA Flexiplace Pilot Program (FPP) for Field Office Employees	RMA Field Office Employees
PM-2193 7-27-00	Effective Date of Federal Employees Health Benefits (FEHB) Coverage	State Offices
PM-2194 7-27-00	Reminder to Close Out County Office Individual Retirement Records (IRR's)	State Offices
PM-2195 7-31-00	Reminder to Close Out County Office Individual Retirement Records (IRR's)	State Offices
PM-2196 8-2-00	FY 2001 Graduate School, USDA Congressional Fellowship Program	FSA Federal Employees and FAS National Office Employees
PM-2197 8-2-00	Designation of Director, Kansas City Commodity Office	All FFAS Offices
PN-641 7-25-00	Timely Issuing FSA-1007's for Inspected Peanuts	Peanut State and County Offices
PN-642 7-28-00	Peanut Marketing Assistance Program (PMAP)	Peanut State and County Offices
PS-359 7-21-00	2000 Crop Year Premiums and Discounts (P&D's) and Additional Discounts APSS Modifications Included in County Release No. 437	State and County Offices
PS-360 7-24-00	Updated Instructions for Processing "Year 1" Lamb Meat Adjustment Assistance Program (LMAAP) Applications and Payments Through APSS	State and County Offices
PS-361 7-24-00	2 <sup>nd</sup> Extension of Time for Loading Production Evidence (PE) for 1998 Crops	State and County Offices
PS-362 7-28-00	2000 Crop Price Support Eligibility Queries APSS Software Contained in County Release No. 439	State and County Offices
PS-363 8-1-00	2 <sup>nd</sup> Extension of Time for Loading Production Evidence (PE) for 1998 Crops	State and County Offices

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**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
SU-59 8-2-00	Forfeiture Penalty for Sugar Processors	Sugar State and County Offices
TB-967 7-21-00	Tobacco Loss Assistance Program 2000 (TLAP00)	Tobacco State and County Offices
TB-968 7-26-00	Tobacco Loss Assistance Program 2000 (TLAP00) Application Processing	Tobacco State and County Offices

**Permanent  
Directives**

Permanent directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
2-CM (Rev. 4) Amend. 15 7-28-00	Farm Reconstitutions	State and County Offices
7-CN (Rev. 14) Amend. 49 7-19-00	Cotton Loans and Loan Deficiency Payments	KCCO, KCMO, and Cotton State and County Offices
2-DAP Amend. 6 7-21-00	Crop Disaster Program	State and County Offices
50-FI (Rev. 5) Amend. 4 7-21-00	Interest Rates	Field Offices, Tobacco, Peanut, and Cotton Associations, and Servicing Agent Banks
1-PF Amend. 28 7-21-00	Agricultural Market Transition Program	State and County Offices

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**Permanent  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
9-TB SCOAP Amend. 51 8-1-00	Flue-Cured Tobacco Automation and Marketing	Flue-Cured State and County Offices, and KCMO
12-TB (Rev. 3) Amend. 13 8-1-00	Instructions for FSA Marketing Recorders, Tobacco Dealers, and Warehouse Operators	Flue-Cured Tobacco Marketing Recorders, Tobacco Dealers, and Warehouse Operators

**Procedure  
Notices**

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None

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**Obsolete  
Directives**

Directives made obsolete since the last weekly checklist are listed in this table.

<b>Short Reference</b>	<b>Date of Obsolescence</b>	<b>Made Obsolete By</b>
APP-24	8-1-00	Disposal Date
BU-576	8-1-00	Disposal Date
CN-902	8-2-00	CN-914
CONOP-10	8-1-00	Disposal Date
COR-93	8-1-00	Disposal Date
CRP-367	7-1-00	Disposal Date
DAP-72	8-1-00	Disposal Date
FI-2383	8-1-00	Disposal Date
FI-2414	8-1-00	Disposal Date
FI-2415	8-1-00	Disposal Date
FI-2419	8-1-00	Disposal Date

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**Obsolete  
Directives  
(Continued)**

<b>Short Reference</b>	<b>Date of Obsolescence</b>	<b>Made Obsolete By</b>
FI-2425	8-1-00	Disposal Date
FI-2429	8-1-00	Disposal Date
FI-2433	8-1-00	Disposal Date
FI-2436	8-1-00	Disposal Date
FLP-75	8-1-00	Disposal Date
LD-486	8-1-00	Disposal Date
LD-488	8-1-00	Disposal Date
LP-1729	8-1-00	Disposal Date
LP-1730	8-1-00	Disposal Date
PF-131	8-1-00	Disposal Date
PM-2154	8-1-00	Disposal Date
PM-2182	8-1-00	Disposal Date
PM-2194	7-31-00	PM-2195
PN-639	8-1-00	Disposal Date
PS-320	8-1-00	Disposal Date
PS-347	8-1-00	Disposal Date
PS-353	8-1-00	Disposal Date
PS-355	7-24-00	PS-360
PS-357	7-21-00	PS-359
PS-361	8-1-00	PS-363
SU-58	8-2-00	SU-59
TB-957	8-1-00	Disposal Date

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**USDA/FSA**

Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stocked By	Unit Issue	Fillable	Used By	WDC Directives	File Code <u>1/</u>	Remarks
AD	2003	07-19-00	Attachment to SF-2801-2, Spouses Consent to Survivor Election (Req. if No Survivor Annuity is Elected by Retiring Employee)	AD2003.PDF	nofile.htm	RPL/PDF	Sheet	Y	All Offices	Notice PM-2190	N/A	This form is new and available electronically. See Notice PM-2190.
CCC	25-2	07-21-00	Schedule of Rates - Uniform Grain and Rice Storage Agreement No. A _-3-CCC-_	CC0025-2.PDF	nofile.htm	RPL/PDF	Sheet	Y	KCCO	1-IM	N/A	This form was revised and is available electronically. Destroy old stock.
CCC	466-1	07-19-00	Crop Disaster Program Compliance Worksheet	CC466-1.PDF	nofile.htm	RPL/PDF	MP/2 Head to Head	Y	State Office	2-DAP	N/A	This form is new and available electronically.
CCC	809-1	07-11-00	Notice to Cotton Ginners (Form Letter)	CC0809-1.PDF	nofile.htm	RPL/PDF	Sheet	Y	Counties in Cotton States Only	7-CN	N/A	This form was revised and is available electronically. Destroy old stock.
CCC	950	07-24-00	Tobacco Loss Assistance Program Payment Application TLAP-00	CC0950.PDF	nofile.htm	RPL/PDF	MP/3 Head to Head	Y	Counties	TB-967	N/A	This form is new and is available electronically. This form was originally uploaded to BBS with an edition date of 7-21-00. Please destroy this stock. Use stock with edition date 7-24-00.

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1/ Filing codes pertain only to State and County Offices.

## National Procedure Checklist No. 1807 (Continued)

USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stocked By	Unit Issue	Fillable	Used By	WDC Directives	File Code <u>1/</u>	Remarks
CCC	950-A	07-21-00	Tobacco Loss Assistance Program Payment Application TLAP-00 (Continuation Sheet)	CC0950-A.PDF	nofile.htm	RPL/PDF	MP/3 Head to Head	Y	Counties	TB-967	N/A	This form is new and available electronically.
CCC	1155 (Suppl.)	04-16-92	Supplemental Certification to Form CCC-1155, Application for Payment (National Wool Act)	nofile.htm	nofile.htm	KC	Sheet	N	Counties	8-LD	WAM1	This form is obsolete. Destroy all stock.
CCC	1155-A	01-17-92	Wool and Mohair Worksheet	nofile.htm	nofile.htm	KC	Sheet	N	States, Counties	12-AO, 8-LD	WAM1	This form is obsolete. Destroy all stock.
FAS	961	07-92	Certificate for Quota Eligibility (Sugar)	nofile.htm	nofile.htm	FAS	Set/4	N	FAS	N/A	N/A	This form was reprinted. A distribution has been made. Order from "Stocked By" location. Tentative delivery date is 8-12-00.
FCI	74-A Blueberries	06-98	Appraisal Worksheet (Blueberries)	nofile.htm	0074ABLB.WPD	RPL/WP	MP/2	N	RMA and applicable FSA State offices that have NAP and sell crop insurance	FCIC-25550		Obsolete form; destroy all stock and purge files from PCs.
FCI	74-A C&P Tom.	07-97	Adjusters Worksheet (Tomatoes) C&P Tomato	nofile.htm	nofile.htm	RPL	Sheet	N	RMA and applicable FSA State offices that have NAP and sell crop insurance	5-CP, 30070 C&P Tomatoes Handbook		Obsolete form; destroy all stock and purge files from PCs.

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FCI	74TPC CntSht-Cn	06-98	Field Inspection and Claim for Indemnity (Harvested Production Continuation Sheet) (Cotton)	nofile.htm	74TPCCOT.WPD	RPL/WP	MP/2	N	RMA and applicable FSA State offices that have NAP and sell crop insurance	30090 Cotton Handbook		Obsolete form; destroy all stock and purge files from PCs.
FCI	74TPC CntSht-Pt	06-98	Field Inspection and Claim for Indemnity (Harvested Production Continuation Sheet) (Peanuts/Tobacco)	nofile.htm	74TPCTP.WPD	RPL/WP	MP/2	N	RMA and applicable FSA State offices that have NAP and sell crop insurance	12-AO, 1-RM, 30320 Peanut Handbook, 30520 Tobacco (GP) Handbook, 30530 Tobacco (Quota) Handbook		Obsolete form; destroy all stock and purge files from PCs.
FCI	74TPC ELS (QAW)	06-98	ELS Cotton Quality Adjustment Worksheet	nofile.htm	74TPCELS.WPD	RPL/WP	MP/2	N	RMA and applicable FSA State offices that have NAP and sell crop insurance	FCIC 30090 Cotton Handbook		Obsolete form; destroy all stock and purge files from PCs.
FCI	75		Indemnity Summary	nofile.htm	nofile.htm	CG	MP/2	N	RMA and applicable FSA State offices that sell crop insurance	1-RM, Amend. 1, Release #328		Obsolete form; destroy all stock and purge files from PCs.
FCI	539	01-98	Apple Sunburn Option	nofile.htm	nofile.htm	RPL	MP/2	N	RMA and applicable FSA State offices that sell crop insurance	M8-638 Service Office Handbook		Obsolete form; destroy all stock and purge files from PCs.
FSA	382	07-26-00	Lamb Meat Adjustment Assistance Program (LMAAP) Payment Application (Year1)	FSA0382.PDF	nofile.htm	RPL/PDF	MP/2 Head to Head	Y	Counties	Notice LD-492	N/A	This form was revised and is available electronically. Destroy old stock.

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Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stocked By	Unit Issue	Fillable	Used By	WDC Directives	File Code <u>1/</u>	Remarks
FSA	383	07-14-00	Lamb Meat Adjustment Assistance Program (LMAAP) Payment Application (Year 2 or Year 3)	FSA0383.PDF	nofile.htm	RPL/PDF	MP/2 Head to Head	Y	Counties	10-LD	N/A	This form was reissued to correct a problem with the margin. Destroy prior version uploaded on 7-14-00.
FSA	440-8	04-08-99	Notice of Check Delivery	0440-08.PDF	nofile.htm	RPL/PDF	Sheet	Y	FSA, RD	FMI dated 4-15-99, Referenced in FSA PN No. 60, FSA Instruction 1941-B	TBD	This form was reissued to make the mailing address fillable on the PDF.
FSA	510	04-15-83	State and County Code Listing - Table Reporting Format with Columns for Reporting Various Information by County	nofile.htm	nofile.htm	RPL	MP	N	States	16-AO, 3-BU, 2-IRM, 1-ECP		This form is reinstated. State Offices shall electronically create the FSA-510 format according to the handbook or notice requiring the report.
FSA	Unnumbered 34	N/A	2001 Management Development Centers Nomination Form	MANDEVEL.PDF	nofile.htm	RPL/PDF	Sheet	Y	FSA Employees (Except Non-Federal County Office Employees)	Notice PM-2191	N/A	This form was revised and is available electronically. Destroy old stock.

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KC	2010	07-31-00	Record of Arrival and Departure Times (During Security Hours)	nofile.htm	nofile.htm	RPL/WP	MP/2 Head to Foot	N	ASD	N/A	N/A	Form revised and converted to Microsoft Word; form completed manually. Destroy old stocks dated 6-22-95. Word file uploaded to the BBS 7-31-00.
LS	72	06-00	Pork Producer In-Person Voting Ballot	nofile.htm	nofile.htm	AMS	Sheet	N	Counties	Notice AO-1216	N/A	This form is new. A distribution has been made. Order from "Stocked By" location. Tentative delivery date is 8-1-00.
LS	72-1	06-00	Pork Ballot Envelope	nofile.htm	nofile.htm	AMS	Envelope	N	Counties	Notice AO-1216	N/A	This form is new. A distribution has been made. Order from "Stocked By" location. Tentative delivery date is 8-1-00.
LS	72-2	06-00	In-Person Registration and Certification Envelope	nofile.htm	nofile.htm	AMS	Envelope	N	Counties	Notice AO-1216	N/A	This form is new. A distribution has been made. Order from "Stocked By" location. Tentative delivery date is 8-1-00.

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Prefix	Form No.	Edition Date	Form Title	Filename pdf	Filename wpd	Stocked By	Unit Issue	Fillable	Used By	WDC Directives	File Code <u>1/</u>	Remarks
LS	73	06-00	Pork Producer Absentee Voting (Resignation, Certification, and Ballot)	nofile.htm	nofile.htm	AMS	Sheet	N	Counties	Notice AO-1216	N/A	This form is new. A distribution has been made. Order from "Stocked By" location. Tentative delivery date is 8-1-00.
LS	73-1	06-00	Pork Referendum (Absentee Voter Envelope)	nofile.htm	nofile.htm	AMS	Envelope	N	Counties	Notice AO-1216	N/A	This form is new. A distribution has been made. Order from "Stocked By" location. Tentative delivery date is 8-1-00.
LS	74	06-00	Absentee Voter Request List	LS74.PDF	nofile.htm	RPL/PDF	Sheet	Y	Counties	Notice AO-1216	N/A	This form is new and available electronically.
LS	75	06-00	In-Person Voter Registration List	LS75.PDF	nofile.htm	RPL/PDF	Sheet	Y	Counties	Notice AO-1216	N/A	This form is new and available electronically.

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